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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

**CLASSIFICATION SPECIFICATION**

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**TITLE: ASSISTANT AQUATICS COORDINATOR**

**DEFINITION**

Under general supervision, to assist in the planning, organizing, staffing, and operation of a City-wide swimming program; to directly supervise and manage multiple pool facilities and aquatics staff; to assist in the coordination and maintenance of all City pools and facilities with the Parks Division; to provide highly responsible and professional staff leadership; and to do related work as required.

**REPORTS TO:** Aquatics Coordinator

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Aquatics Coordinator; exercises supervision over Pool Managers and Lifeguard/Instructors, as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Assist in the planning, organizing, and operation of a City-wide aquatics program.

- Participate in the selection, instruction, and training of aquatics and other personnel; schedule and assign personnel to specific pools and functions.
- Organize and develop schedules for instructional and recreational aquatics programs and activities involving multiple facilities/pools.
- Assist in contacting organizations, community groups, and residents to encourage use of City-wide aquatic facilities to expand attendance of swim lessons, pool rentals, and evening swim events.
- Assist in conducting outreach programs with local area high schools, colleges, universities, and aquatics associations for the purpose of training and recruiting of lifeguards.
- Inspect pools and pool facilities for proper condition and operation, including sanitation.
- Prepare individual pool operating reports, program statistics, and other reports on a scheduled basis.
- Receive admission fees from pools; maintain appropriate records; make deposits and prepare reports of receipts as required.
- Submit requests, requisitions and/or work orders for equipment, supplies, or repairs to buildings, equipment and grounds.
- Investigate complaints and accidents; prepare reports and recommendations as required.
- Supervise and conduct special aquatics activities and events.
- Supervise, train, and evaluate subordinates.

## QUALIFICATIONS

### Knowledge of:

- Principles of supervision, training, performance evaluation, and budgeting.
- Methods of handling, depositing, and accounting for money received.
- Principles and practices of organizing and conducting public recreation and aquatics programs.
- Record keeping and reporting procedures.
- Instructional techniques and methods for recreation and aquatics programs for a variety of skills and abilities.
- Community structures and processes; individual and group dynamics.

### Ability to:

- Plan, organize, assign, supervise, and review the work of others.
- Demonstrate leadership in effectively supervising multiple pools and assigned aquatics personnel.
- Adhere to program standards and objectives.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective operating records and reports.
- Establish and maintain effective working relationships with pool personnel and the general public.
- Select, train, supervise, and evaluate subordinates.
- Solve disciplinary problems effectively.
- Learn and apply knowledge obtained to identify water hazards and implement/oversee rescue methods, lifesaving techniques, and first aid as applied to accidents in the pool environment.
- Learn and apply knowledge obtained related to pool equipment, facilities, chlorination, and sanitation.
- Learn and apply knowledge related to federal, state, county, and local health regulations as they pertain to the operation of public pools.
- Swim at a recreational level.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of high school, preferably supplemented by the completion of college level course work in supervision, management, administration, recreation, and/or teaching.

Experience: At least two years of experience in a highly responsible supervisory/managerial role or in a teaching/instructional role. Direct experience in lifeguard supervision, swim instruction, and pool management experience is highly desirable.

Range

Progression:      Step 1   Entry level.

Step 2   Completion of one pool season with the City of Riverside (a minimum of three months) of full-time experience.

Step 3   Completion of two pool seasons with the City of Riverside (a minimum of six months) of full-time experience.

**MEDICAL CATEGORY:**   Group 1

**DESIRABLE SPECIAL CERTIFICATES**

- Ability to obtain, a current Water Safety Instructor's Certificate.
- Ability to obtain, a current Lifeguard Instructor's Certificate.
- Ability to obtain, a current Basic Life Support Cardiopulmonary Resuscitation Instructor's Certificate, Levels A-E, issued by the American Heart Association.
- Ability to obtain, a current Standard First Aid Instructor's Certificate.
- Ability to obtain, a current American Red Cross Lifeguard Certificate (which includes first aid).
- Ability to obtain, a current American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate or American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate "C".

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:**      Assistant Aquatics Coordinator

**TO:**           Aquatics Coordinator